

Administrative Law Judge III

Knowledge, Skills, Abilities, and Personal Characteristics Statements

1	Knowledge of administrative law as utilized in the administrative hearing process.
2	Knowledge of the laws of evidence as utilized in the administrative hearing process.
3	Knowledge of constitutional law, including principles of due process, as utilized in the administrative hearing process.
4	Knowledge of case law as utilized in the administrative hearing process.
5	Knowledge of statutes as utilized in the administrative hearing process.
6	Knowledge of regulations as utilized in the administrative hearing process.
7	Knowledge of precedential decisions as utilized in the administrative hearing process.
8	Knowledge of laws related to serving notices as utilized in the administrative hearing process.
9	Knowledge of the laws and procedures concerning the judicial review of administrative actions.
10	Knowledge of professional ethical rules governing the conduct of attorneys in the administrative hearing process.
11	Knowledge of the Administrative Adjudication Code of Ethics or other applicable ethical or statutory rules governing the conduct of an administrative law judge.
12	Knowledge of substantive areas of law with respect to information privacy.
13	Knowledge of the rules of confidentiality applicable to the particular administrative hearing process.
14	Knowledge of the rules governing public access to the particular administrative hearing process.
15	Knowledge of the requirements of the Public Records Act.
16	Knowledge of the requirements of the Americans with Disabilities Act.
17	Knowledge of agency policies and ethical rules regarding media contact.
18	Knowledge of the general principles of jurisprudence such as rules of statutory construction and stare decisis.
19	Knowledge of laws and procedures governing the issuing of subpoenas and the implementation of discovery as applicable to the particular administrative hearing process.
20	Knowledge of laws and procedures concerning the taking of depositions as utilized in the administrative hearing process.
21	Knowledge of laws and procedures concerning the serving of documents as utilized in the administrative hearing process.

22	Knowledge of court decisions interpreting the powers of administrative boards and agencies, as utilized in the administrative hearing process.
23	Ability to conduct fair and impartial proceedings or hearings in a manner consistent with due process.
24	Ability to conduct mediations consistent with the governing administrative process.
25	Ability to conduct settlement conferences in a manner consistent with the governing administrative process.
26	Knowledge of the Administrative Procedure Act as applicable to the agency action.
27	Ability to analyze, appraise, and apply legal principles and precedents to legal problems.
28	Ability to conduct fair and impartial hearings to obtain relevant evidence and secure confidence and engender respect for the administrative hearing process.
29	Ability to evaluate the strengths and weaknesses of a party's evidence including the weight to be given to expert testimony.
30	Ability to fairly and impartially conduct settlement conferences in complex cases.
31	Ability to fairly and impartially mediate in complex cases.
32	Ability to fairly and impartially conduct prehearing conferences in complex cases.
33	Ability to issue concise, well-reasoned, and well-written prehearing conference orders in complex cases.
34	Ability to issue concise, well-reasoned, and well-written orders in complex cases.
35	Ability to make accurate and well-supported findings of fact and to make appropriate conclusions of law.
36	Ability to issue concise, well-reasoned, and well-written decisions in complex cases.
37	Ability to maintain judicial independence throughout the administrative hearing process.
38	Ability to explain hearing processes and procedures in plain English to self-represented litigants and attorneys.
39	Ability to answer questions in plain English from self-represented litigants and attorneys.
40	Ability to identify relevant legal issues in a complex case.
41	Ability to perform legal research to find applicable precedent or legal authority in a complex case.
42	Ability to locate relevant legal authority to properly apply legal precedent in complex cases.
43	Ability to read and comprehend a variety of complex evidentiary materials (e.g., technical treatises, scholarly articles, expert reports) to make sound legal decisions.

44	Ability to read and comprehend a variety of complex legal documents (e.g., contracts, pleadings) to make sound legal decisions.
45	Ability to appropriately determine the amount of time necessary to complete research.
46	Ability to analyze a large record and determine relevant materials in a complex case.
47	Ability to analyze and respond to the positions of the parties in a written order/decision.
48	Ability to analyze information to detect potential logical, legal, and/or factual flaws in arguments or assumptions.
49	Ability to exercise sound judgment in decision making.
50	Ability to quickly integrate new issues and information with existing knowledge to formulate conclusions.
51	Knowledge of the principles associated with the attorney-client relationship as they pertain to the administrative hearing process.
52	Ability to confer with, and assist, other Administrative Law Judges or Hearing Officers in their work.
53	Ability to assist and advise staff regarding the administrative hearing process.
54	Ability to effectively maintain a work environment that is free from discrimination and harassment.
55	Ability to orally communicate information effectively and accurately.
56	Ability to orally communicate legal principles, facts, and position(s) to various audiences and forums.
57	Ability to professionally communicate one's views and opinions on work issues even when they may be different from those expressed by others.
58	Ability to communicate with individuals who are reluctant, afraid, anxious and/or uncooperative, and whose input and/or participation may be needed to complete a work assignment.
59	Ability to actively listen to others to facilitate an open exchange of ideas and provide for effective communication.
60	Ability to actively listen to individuals in a variety of settings to extract information.
61	Ability to treat others with respect, courtesy, and tact.
62	Ability to maintain a neutral, unbiased stance when evaluating legal matters and make decisions without allowing personal views or external pressures to improperly interfere.
63	Ability to exercise maintain appropriate judicial demeanor in all work-related settings.
64	Ability to work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work product and meeting deadlines.
65	Ability to interact with and relate effectively to individuals at all levels of an organization.

66	Ability to maintain confidentiality and exercise professionalism with respect to official duties.
67	Ability to maintain a fair and impartial attitude of mind without bias or prejudice.
68	Ability to maintain professional working relationships with attorneys, non-attorney representatives, parties, witnesses, interpreters, and court reporters, in all aspects of the administrative hearing process.
69	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete and free of errors.
70	Ability to identify and summarize relevant facts in a written order or decision to properly decide a matter in light of applicable law.
71	Ability to communicate effectively in writing in a respectful and professional manner with a variety of individuals taking into consideration their needs and using appropriate tone, vocabulary, format, and grammar.
72	Ability to express ideas and legal arguments succinctly and accurately in writing.
73	Ability to independently prepare clear and effective technical and analytical legal documents to convey legal information.
74	Ability to edit written documents for accuracy and clarity.
75	Knowledge of proper California citation style to identify relevant authority.
76	Ability to effectively manage the most complex cases.
77	Ability to effectively manage to completion work-related assignments.
78	Ability to identify and prioritize workload to complete assignments in a timely manner.
79	Ability to take initiative and be pro-active in identifying potential legal issues.
80	Ability to perform job tasks during stressful working conditions (e.g., tight deadlines, heavy workload).
81	Ability to successfully assist with or complete multiple projects within appropriate time frames while maintaining a high level of work performance.
82	Ability to handle changes in deadlines and assignments.
83	Ability to be flexible and handle unexpected developments such as administrative obstacles and external events that impact current work assignments.
84	Ability to manage complex and sensitive cases or matters.
85	Ability to use computers to create documents, conduct research, and communicate appropriately with others.
86	Ability to make adequate record of oral proceedings utilizing recording/audio equipment.
87	Ability to organize and maintain evidence, pleadings, and related materials received in connection with an assigned case.
88	Willingness to travel within the State of California, for several days at a time, for case related matters.

89	Ability to travel within the State of California, for several days at a time, to attend hearing/settlement conferences.
90	Ability to maintain active membership in the California State Bar Association.